

**RFTOP # 43 TITLE: OCPL PUBLICATION STORAGE AND DISTRIBUTION SERVICES**

A. Point of Contact Name: **Sanford Cook**

Proposal Address:  
6011 Executive Blvd. Rm 529S  
Rockville, MD 20892-7663

Billing Address:  
Accounts Payable, OFM, NIH  
Bldg 31, Room B1B39  
Bethesda, MD 20892-2045

- B. **PROPOSED PERIOD OF PERFORMANCE:** The Anticipated period of performance on this contract is one year from the date of award. with 2 one year options
- C. **PRICING METHOD:** Firm Fixed Price. Cost and Technical are equal in value in determining the firm that represents the best value to the government. Firm should provide a single price for each year of the entire project. Since price is a significant evaluation factor and discussions are not planned, firms that are strongly encouraged to provide their best price with their initial proposal. The firm's price should include storage of up to 250,000 publications and fulfillment of up to a monthly average of 75 orders per day. If the above limits are exceeded an equitable adjustment will be granted.
- D. **PROPOSAL INSTRUCTIONS:** An original and three copies of the technical proposal together with an original and two copies of the cost proposal shall be delivered to the POC above.
- E. **RESPONSE DUE DATE:** Proposals are due no later than 2:00 PM EDT on October 12, 2001.
- F. **TASK DESCRIPTION:**

**Background**

The National Institute of General Medical Sciences (NIGMS) is a component of the National Institutes of Health (NIH) that is responsible for planning, organizing, and administering a variety of grant, contract, and fellowship programs designed to support biomedical research and research training. This research forms the foundation needed to make advances in understanding disease. NIGMS is organized into five divisions (Cell Biology and Biophysics; Genetics and Developmental Biology; Pharmacology, Physiology, and Biological Chemistry; Minority Opportunities in Research; and Extramural Activities) and five offices (Director; Administrative Management; Communications and Public Liaison; Program Analysis and Evaluation; and Scientific Review). The Institute has a staff of approximately 160 employees and is located in the Natcher Building at 45 Center Drive, Bethesda, Maryland.

The Office of Communications and Public Liaison (OCPL) communicates the goals and results of NIGMS-supported research to the general public and specific target audiences, both directly and via intermediaries, such as the news media. The office also provides information about NIGMS' mission, programs, activities, and initiatives. Information products include articles, news releases, brochures, newsletters, and the NIGMS World Wide Web site (<http://www.nigms.nih.gov/>). The Web site includes information on NIGMS programs, advisory council activities, and funding opportunities, plus news, announcements, and staff lists.

Currently, OCPL has approximately 1,386 boxes that hold 171,500 copies of publications housed in a storage warehouse. The publications in the warehouse include science education booklets, booklets pertaining to NIGMS programs, folders, posters, and archives. The majority of publications stored that are requested by the public are science education booklets targeted to teachers and students.

### **Contractor Requirements**

The NIGMS OCPL requires a contractor to receive, store, distribute, inventory, and occasionally destroy its publications and other materials. The contractor will also be responsible for the transfer of all materials from the current warehouse (located at 3130 V Street N.E., Washington, D.C. 20018) to the contractor's warehouse.

Specifically, the work required includes, but is not limited to:

#### **Receipt:**

The contractor will receive bulk shipments of publications and other materials from the contracted OCPL printer or from OCPL itself, and will maintain all publications in an organized fashion in the warehouse. All equipment for receipt and delivery of materials should be provided by the contractor and available on the warehouse premises. Upon receipt of new publications or other material, the contractor will inventory the shipment received, verify that all publications are accounted for, add the new publications to the inventory list, and notify OCPL.

#### **Storage:**

The contractor is required to store OCPL publications. The contractor must be able to accommodate at least 250,000 copies of publications and at least 2,500 boxes of publications. All publications and materials must be in boxes and must be stored in a cool, dry environment in order to prevent damage.

**Distribution:**

The contractor is required to deliver publications within 24 hours to OCPL and other locations in the Washington, D.C. metropolitan area. The contractor is required to provide a receipt to OCPL for delivered materials. The contractor is also required to mail single or multiple copies of publications to requestors. Typically, OCPL receives approximately 20-30 publication requests per day, but this number may increase, as it does when a new publication is published or marketed to the public. OCPL will provide publication requests to the contractor and will provide mailing supplies. Mailed requests should be prepared as standard U.S. mail, unless otherwise indicated, and sent to the NIGMS mail room for delivery. Requests should be filled and sent to the NIGMS mail room for mailing no later than 10 days after receipt. A report of the requests that have been filled should be provided to OCPL once a week.

**Inventory:**

The contractor will be required to provide OCPL with a current and accurate publication inventory once a month. The inventory shall include: a list of all OCPL publications stored in the warehouse and their respective publication numbers, if any; the number of boxes of each publication; the amount per box of each publication; the total balance for each publication; and the skid number or other location for each publication.

**Destroy:**

On occasion, the contractor will be required to destroy publications at the request of the project officer or her designee. The contractor will be provided with a copy of the publication cover and the publication number, if any, to accurately identify the material prior to its destruction. The contractor shall modify the publication inventory sheet after publications are destroyed.

**Location of Work:**

The work will be performed at the warehouse or other facilities of the contractor.

**Performance Period:**

One year from date of award – target start date is November 1, 2001 with two one-year options.

G. TECHNICAL EVALUATION FACTORS

I. Corporate Experience (40 points)

Demonstrated successful performance in executing a contract of this nature.

Demonstrated extensive experience in storage warehouse maintenance, organization, and management, as well as in filling publication requests.

II. Technical/Management Approach (20 points)

Demonstrated understanding of the tasks in this SOW and a clear statement of how they will be performed.

III. Past Performance (40 points)

The contractor must demonstrate recent successful experience in managing similar contracts or related work of comparable technical complexity. The government is seeking to determine whether the contractor has consistently demonstrated a commitment to customer satisfaction and timely delivery of high quality products and services. The contractor must submit a list and description of comparable contracts completed during the past three years and all contracts currently in progress that are similar in nature to this Statement of Work. In addition, the contractor shall include the name and telephone number of the technical point of contact.

The references provided by the contractor may be contacted to assess the contractor's (1) record of conforming to specifications and standards of good workmanship; (2) adherence to contract schedules, including administrative aspects of performance; (3) reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and (4) record of controlling and forecasting costs.

The evaluation will be based on information obtained from references provided by the contractor, other relevant past performance information obtained from other sources known to the Government, and any information supplied by the contractor concerning problems encountered and corrective action taken.

The Government will consider the currency and relevance of the information, source of information, context of the data, and general trends in the contractor's performance.

**RFTOP# 43                      TITLE: OCPL PUBLICATION STORAGE AND DISTRIBUTION SERVICES**

**PART II - CONTRACTOR'S REPLY:**

**TO # \_\_NICS-43\_\_\_\_\_ CONTRACT #263-01-D-0\_\_\_\_\_**

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: \_\_\_\_\_  
Signature Date

---

**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # \_\_\_\_\_

Appropriations Data: \_\_\_\_\_

RECOMMENDED: \_\_\_\_\_  
FAX # Signature - Project Officer Date

APPROVED: \_\_\_\_\_  
FAX # Signature - Contracting Officer Date

---

**NIH APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: \_\_\_\_\_  
Signature –Anthony M. Revenis, J.D., NIH-ICS Coordinator Date